



United States  
Environmental Protection  
Agency

## EPA RECORDS MANAGEMENT CHECKLIST FOR SEPARATING/TRANSFERRING OR SEPARATED PERSONNEL

ALL PERSONNEL ARE REQUIRED TO COMPLETE THIS CHECKLIST AND EPA FORM 3110-1 BEFORE SEPARATING FROM EPA OR TRANSFERRING TO ANOTHER PROGRAM OFFICE OR REGION WITHIN EPA. ALL PERSONNEL ARE REMINDED THERE ARE ADDITIONAL RESPONSIBILITIES TO MAINTAIN ANY INFORMATION THAT MAY BE SUBJECT TO A LITIGATION HOLD. EMPLOYEES AND SUPERVISORS MUST FOLLOW SEPARATE CLEARANCE PROCEDURES FOR LITIGATION HOLDS. SEE THE BACK OF THIS PAGE FOR ADDITIONAL INFORMATION.

### PERSONNEL BACKGROUND INFORMATION

Name: Michael Dourson Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Status: EPA Employee \_\_\_\_\_ Other \_\_\_\_\_ (Specify: \_\_\_\_\_) Location: \_\_\_\_\_

\_\_\_\_ Already Separated \_\_\_\_\_ Will be Separating Approximate date of Separation: \_\_\_\_\_

\_\_\_\_ Already Transferred \_\_\_\_\_ Will be Transferring Approximate date of Transfer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Office: \_\_\_\_\_ Records Liaison Officer: \_\_\_\_\_

Brief description of job duties: left without sign

Describe major records that you maintain: none

### POTENTIAL RECORD SOURCES TO BE REVIEWED

Each box below must be initialed by the employee, supervisor, and Records Liaison Officer (RLO) or designee after records in each location have been identified and appropriately managed. If not applicable, boxes should be marked as N/A.

Documents & Records in all media, personal or government owned (including email, hard drives, portable electronic storage devices, LAN, servers, collaboration tools, etc.), including working documents of completed, ongoing and pending activities (e.g., special projects and workgroups) should be transferred to an EPA recordkeeping system, when possible, or transferred to your supervisor or successor.

		Initial When Completed			Initial When Completed				
		Emp	Supv* IMO	RLO	Emp	Supv* IMO	RLO		
1.	Email records including accounts such as private/personal or secondary (group and/or special purpose) email accounts  *Indicate new custodian in comments section, if applicable				8.	Program File Rooms (i.e., RCRA, Air, Water, etc.) and Federal Records Center (FRC) Initialed by Records Contact /Designee. • Returned all files checked out • Submitted new records to be filed			
2.	Portable electronic storage devices (CDs, DVDs, USBs, floppies, etc.) (List in comments)				9.	Superfund Records Center initialed by Superfund Records Contact/Designee • Returned all files checked out • Submitted new records to be filed			
3.	PDA's (i.e. BlackBerry, Windows Phone, iPhone, cell phone, text messages, IM, etc.)				10.	Employee's Workspace Checked for Records • If not transferred, who will transfer? (List name in comments.)			
4.	Local Area Network Drive Files and Shared drive(s), transfer electronic files to OneDrive (List the drives in comments.)				11.	Confidential Business Information initialed by Document Control Officer (DCO) • Returned all files checked out • Request submitted to DCO to terminate CBI Authorized Access			
5.	Local hard drive and records on personal computer				12.	Identify any known open FOIA requests assigned to you for which the collection has not been completed by name/number; list in comments.			
6.	Lotus Notes and Microsoft Office Collaboration Tools (e.g., SharePoint, OneDrive, etc.) (List the tools in comments.)				13.	Identify and preserve current or potential litigation hold materials by name/number for which you have been or may be identified as a custodian. Review litigation hold portal at <a href="http://litholdandcollect.epa.gov/portal">http://litholdandcollect.epa.gov/portal</a> . List name/number in comments			
7.	Desktop GIS, local GIS servers, and GeoPlatform				14.	Identify and preserve existing audit or Congressional inquiry materials for which you have been identified as a custodian by name/number in comments.			